

District: \_\_\_\_\_ District Code: \_\_\_\_\_ Facility Name: \_\_\_\_\_ School Code: \_\_\_\_\_

BG#: \_\_\_\_\_ Project: \_\_\_\_\_ Contractor/Supplier/Bid Package: \_\_\_\_\_

A. Project Construction Cost:

Gross Square Footage: \_\_\_\_\_  
Original Contract Sum (Include Owner Purchase Orders) \$ \_\_\_\_\_  
Net Total Change by Change Orders \$ \_\_\_\_\_  
Total Cost of Construction (Including Change Orders) \$ \_\_\_\_\_

**NOTE: For Construction Management Projects, submit one BG-4 for each bid package**

B. Verification of required approvals by other regulatory agencies:

1. Department of Housing, Buildings and Construction

a. Certificate of Occupancy	DATE: _____	e. Sprinkler Certificate	DATE: _____
b. Plumbing Certificate	DATE: _____	f. Boiler Certificate	DATE: _____
c. Electrical Certificate	DATE: _____	g. Range Hood Suppression	DATE: _____
d. Fire Alarm Certificate	DATE: _____	h. Other: _____	DATE: _____

2. Natural Resources and Environmental Protection Cabinet

a. Sewage Disposal System Certificate	DATE: _____
b. Other _____	DATE: _____

C. Close-Out:

1. Punch List Completed	DATE: _____	4. Owner Training on Systems	DATE: _____
2. As Built Drawings Completed	DATE: _____	5. Verification of Payment of	
3. Warranty & Guarantees		Debts and Claims to Date	DATE: _____
Information Provided	DATE: _____	6. Other _____	DATE: _____

The work performed under this contract has been reviewed and found to be substantially complete, according to the plans and specifications approved by the Division of Facilities Management.

The \_\_\_\_\_ Board of Education  
accepts this project as being complete subject to the approval of the Division of  
Facilities Management.

Local Board of Education Designee: \_\_\_\_\_ Date: \_\_\_\_\_